

Navajo Nation
Department of Information Technology
Using Outlook Web Apps (OWA)

Presenter:
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Supported Browsers

To use the complete set of features available in Outlook Web App you can use the following browsers on a computer running Windows XP, Windows 2003, Windows Vista, or Windows 7:

- Internet Explorer 7 and later versions.
- Firefox 3.0.1 and later versions.
- Chrome 3.0.195.27 and later versions.

On a computer running Mac OS X 10.5 and later versions, you can use:

- Safari 3.1 and later versions.
- Firefox 3.0.1 and later versions.

On a computer running Linux, you can use:

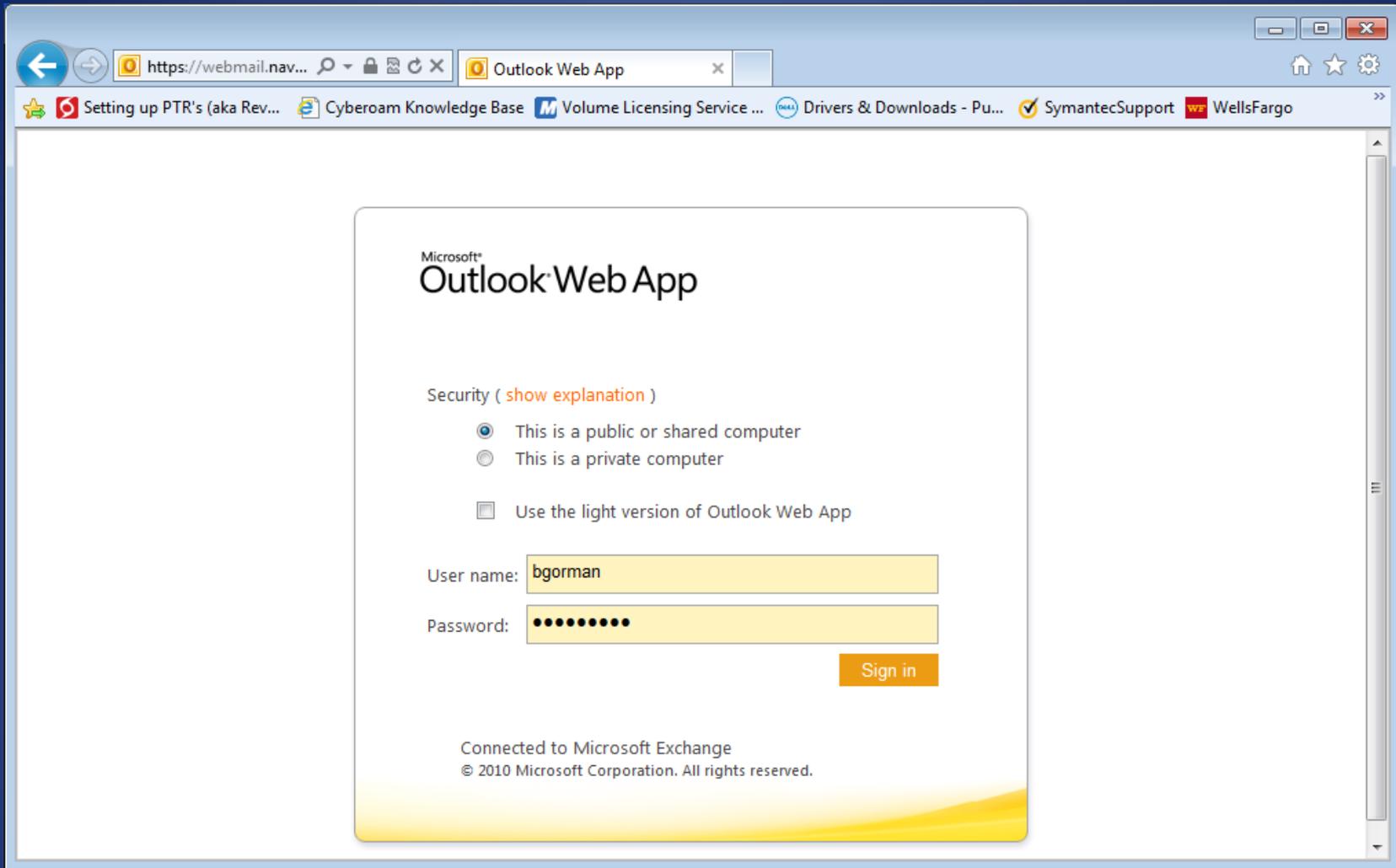
- Firefox 3.0.1 and later versions

To access your email account using Outlook Web App (OWA), open your web browser and go to <http://www.navajo-nsn.gov>. Click on the Email tab located at the upper right portion of the window.

The screenshot shows a Windows Internet Explorer browser window displaying the website <http://www.navajo-nsn.gov>. The browser's address bar shows the URL, and the page title is "navajo-nsn.gov". The website's main banner features a large image with the text "WELCOME TO THE NAVAJO NATION GOVERNMENT" and "OFFICIAL SITE OF THE NAVAJO NATION". The banner also includes the Navajo Nation Seal and the text "Powered and Hosted by Navajo Nation DIT" and "Disclaimer". Below the banner is a navigation menu with the following items: Home, Government, History, Contact, and Email. The main content area is titled "Navajo News - Press Releases" and contains a list of news items:

- Feb 3 - [The Navajo Nation Proclamation - In Honor & Recognition of the Late Navajo Code Talker Johnny Alfred](#)
- Feb 3 - [To'haiilee Peacemakers to meet Friday](#)
- Feb 1 - [Navajo Human Rights Officials met Officials about repeated Navajo alcohol abuse offenders](#)
- Jan 31 - [Navajo Nation Two Hour Delay](#)
- Jan 24 - [22nd Navajo Nation Council selects Johnny Naize as new speaker](#)
- Jan 23 - [22nd Council to adopt new speaker selection process in special session, new speaker to be seated during winter session](#)

On the left side of the news section, there is a portrait of Herb Yazzie with the caption "NAVAJO NATION CHIEF JUSTICE HERB YAZZIE". On the right side, there is a portrait of Ben Shelly with the caption "NAVAJO NATION PRESIDENT BEN SHELLEY". The browser's status bar at the bottom shows "Done", "Internet | Protected Mode: On", and "85%".



In the Outlook Web App (OWA) login screen, type in your username and your password. You can also access OWA by entering <https://webmail.navajo-nsn.gov>. Choosing Private computer lets you stay connected longer on your session. The light version can be used for slow connections. For more information click on light version and *click here* link.

The screenshot displays the Microsoft Outlook Web App (OWA) interface. The browser address bar shows the URL <https://webmail.navajo-nsn.gov/OW>. The page title is "Outlook Web App" and the user is logged in as "Benneke Gorman".

The interface is divided into several sections:

- Navigation Bar:** Includes "Mail > Inbox 4694 Items", "Find Someone", "Options", and "sign out | Benneke Gorman".
- Left Sidebar (Navigation):**
 - Favorites: Inbox (48), Sent Items
 - Benneke Gorman:
 - Inbox (48)
 - Drafts
 - Sent Items
 - Deleted Items
 - DIT VMware
 - Help Desk (26)
 - Junk E-mail [2]
 - MSEExchange.org
 - NNITS
 - Notes
 - Phone 2074
 - Phone 6016
 - Sendio ESP
 - SysAdmNote
 - Mail
 - Calendar
 - Contacts
 - Tasks
 - Public Folders
- Mail List (Center):** A list of emails with columns for sender, subject, and time. The selected email is:
 - Tim Aldrich** (checked)
 - RE: Install techs will be on site Nov 9th to start install
 - Fri 4:14 PM
- Selected Email (Right):**
 - Subject:** RE: Install techs will be on site Nov 9th to start install
 - From:** Tim Aldrich [Tim.Aldrich@us.logicalis.com]
 - To:** Pearl A. Lee
 - Cc:** Angel Chacon [Angel.Chacon@us.logicalis.com]; Cory Urbatsch [Cory.Urbatsch@us.logicalis.com]; Cory Frost [Cory.Frost@us.logicalis.com]; Alex Largie; tsteiner360@yahoo.com;
 - Date:** Friday, October 28, 2011 4:14 PM
 - Body:**

Pearl,

Cory will be reaching out to you on your request for your outreach event.

Tim

-----Original Message-----

From: Pearl A. Lee [<mailto:pearllee@navajo-nsn.gov>]

Sent: Friday, October 28, 2011 12:59 PM

To: Tim Aldrich

Cc: Angel Chacon; Cory Urbatsch; Cory Frost; Alex Largie; tsteiner360@yahoo.com; Benneke Gorman; Kyle King

Subject: Re: Install techs will be on site Nov 9th to start install

Thanks Tim. We will also require a temporary installation at Quality Inn, Window Rock to demo our IP phones at the Outreach event to be held December 6 or 7. Is this feasible?

Sent from my iPad

On Oct 26, 2011, at 6:14 PM, "Tim Aldrich" <Tim.Aldrich@us.logicalis.com> wrote:

Microsoft Outlook Web Apps (OWA) will open and show the contents of your Inbox. You can scroll down to see all of your Email. You can read, create, delete, move, organize and arrange your Email.

The screenshot shows the Outlook Web App interface. The main content area displays an email from Tim Aldrich with the subject "Install techs will be on site Nov 9th to start install". The email body contains the following text:

Tim Aldrich [Tim.Aldrich@us.logicialis.co...]

To: Pearl A. Lee

Cc: Angel Chacon [Angel.Chacon@us.logicialis.com]; Cory Urbatsch [Cory.Urbatsch@us.logicialis.com]; Cory Frost [Cory.Frost@us.logicialis.com]; Alex Largie; tsteiner360@yahoo.com;

Friday, October 28, 2011 4:14 PM

Pearl,

Cory will be reaching out to you on your request for your outreach event.

Tim

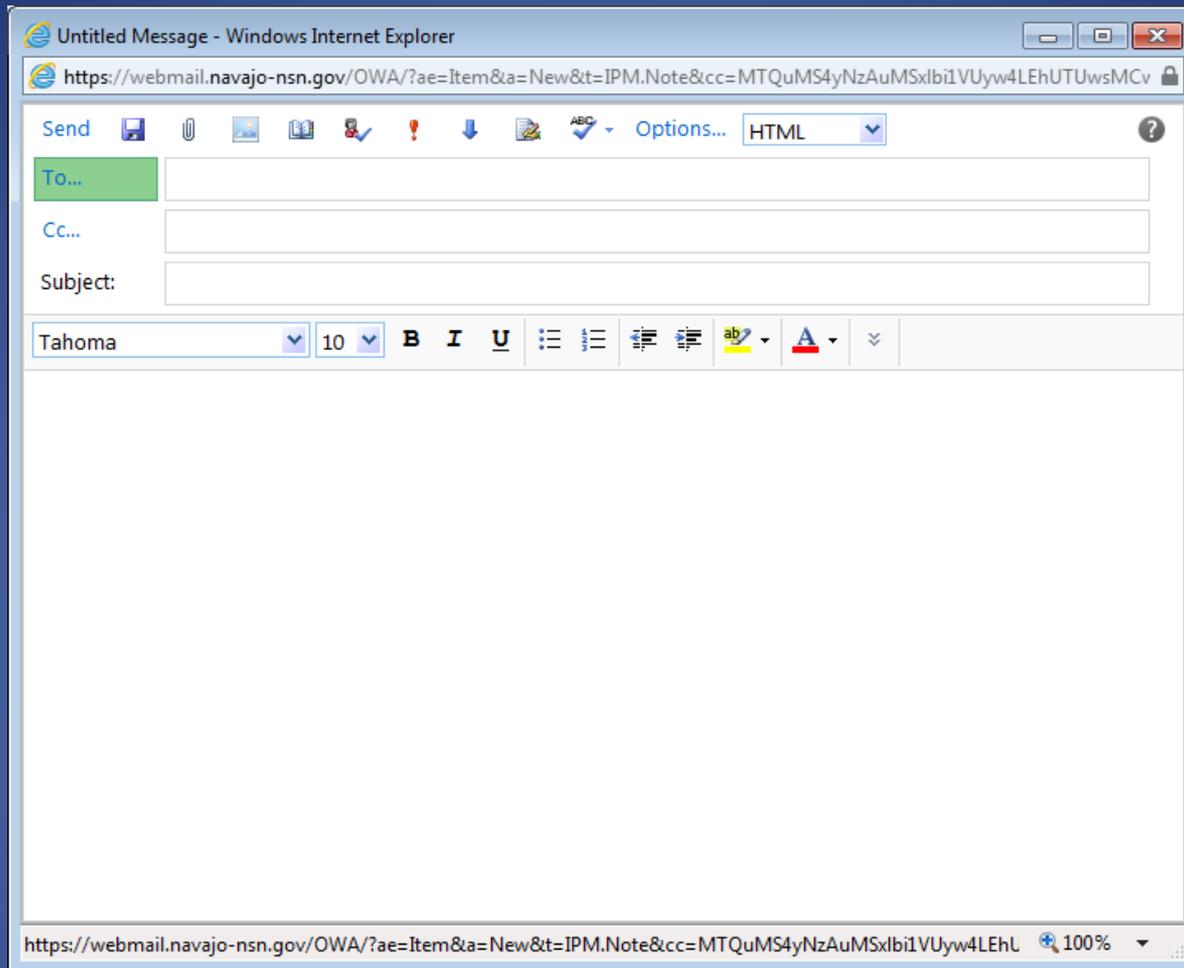
The conversation view below the email shows a list of messages in the thread:

From	Date
Pearl A. Lee	Fri 10/28
Tim Aldrich	Fri 10/28
Pearl A. Lee	Fri 10/28
Tim Aldrich	Wed 10/26
Pearl A. Lee	Tue 10/25
Tim Aldrich	Tue 10/25
Pearl A. Lee	Tue 10/25
Pearl A. Lee	Tue 10/25
Pearl A. Lee	Mon 10/24
Alex Largie	Mon 10/24
Pearl A. Lee	Mon 10/24
Navajo Nation Governmen...	Fri 10/28
Test email	Fri 10/28

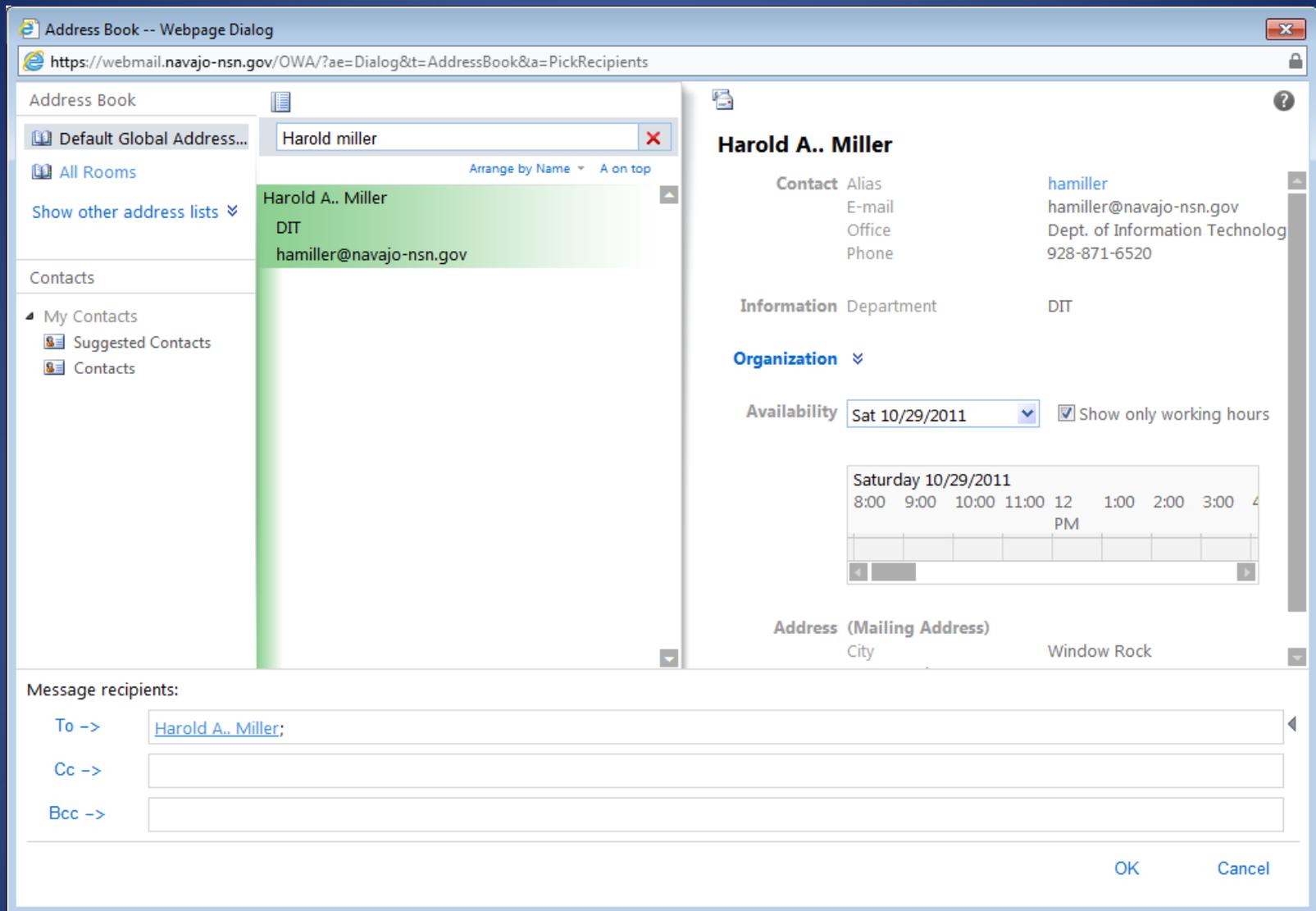
Conversations view displays every message in a conversation and by default it is on. If you delete a conversation you will delete email that is part of that conversation.

The screenshot shows the Outlook Web App interface. The left sidebar contains a navigation pane with folders like 'Inbox (48)', 'Sent Items', and 'Benneke Gorman'. The main area displays a list of emails. A context menu is open over the list, showing sorting options: Date, From, To, Size, Subject, Type, Attachments, Importance, Flag Due Date, Flag Start Date, and Conversation. The 'Conversation' option is currently checked. The right pane shows the details of an email titled 'RE: Install techs will be on site Nov 9th to start install' from Tim Aldrich. The email body contains a message from Pearl A. Lee dated Friday, October 28, 2011, regarding an outreach event.

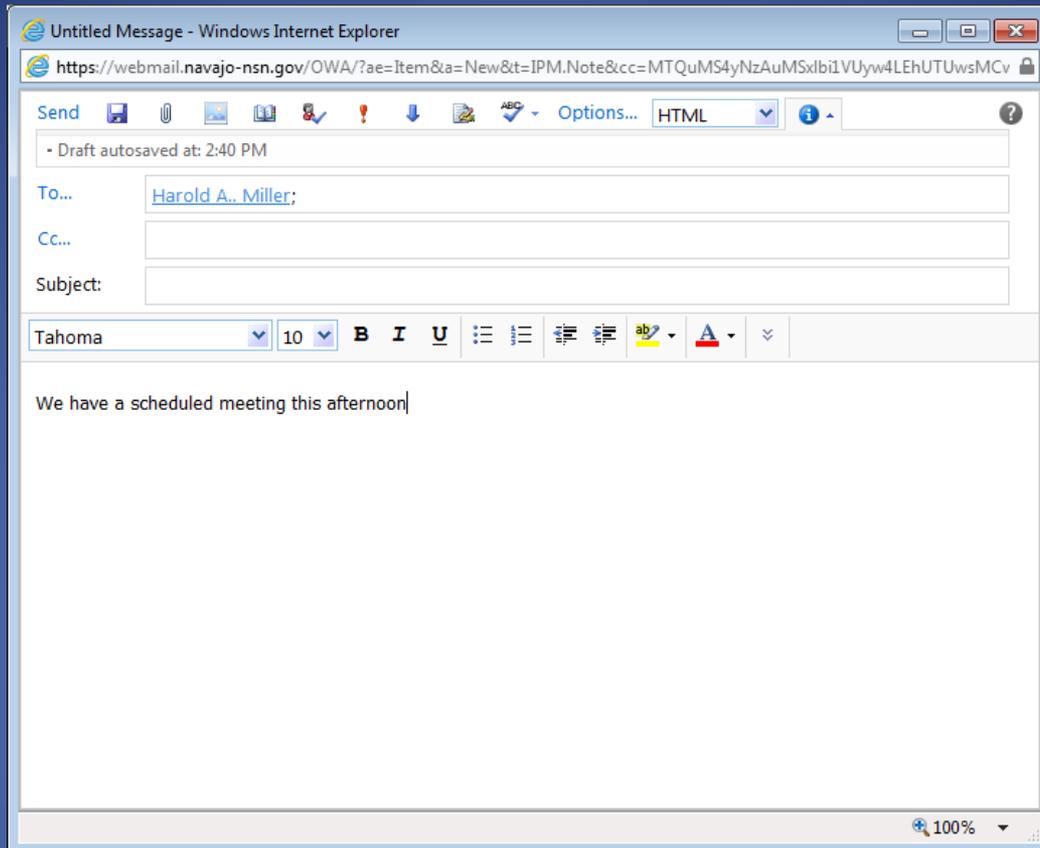
To turn off Conversation view, click on the “Arrange by” link and turn the check mark off next to Conversation. This will show all messages arranged by the category you choose.



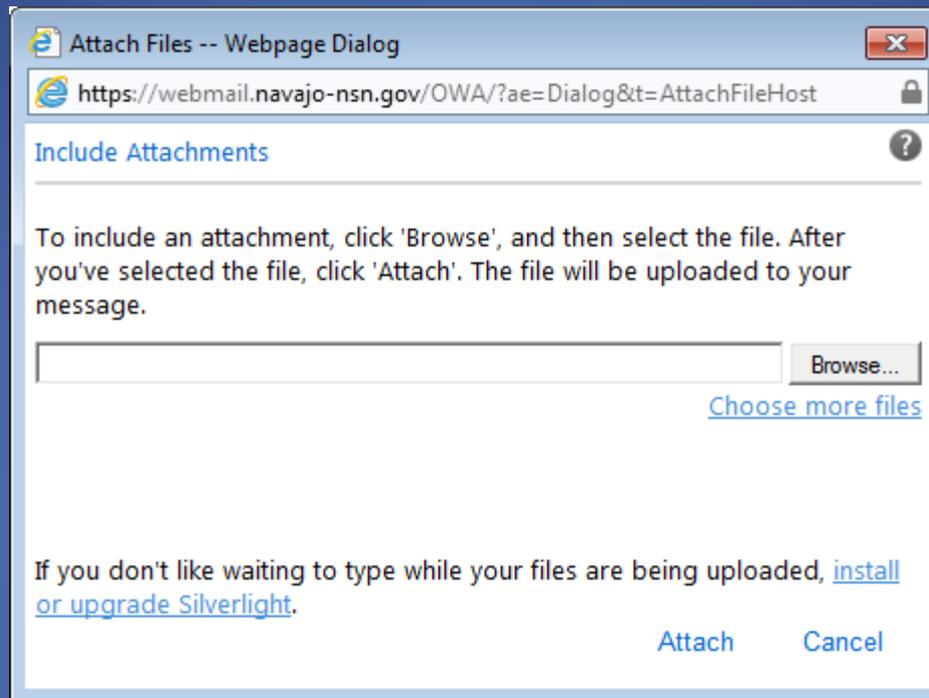
To send a new email message click on the “New button” A new message window will appear. Click the To... button to find an email address.



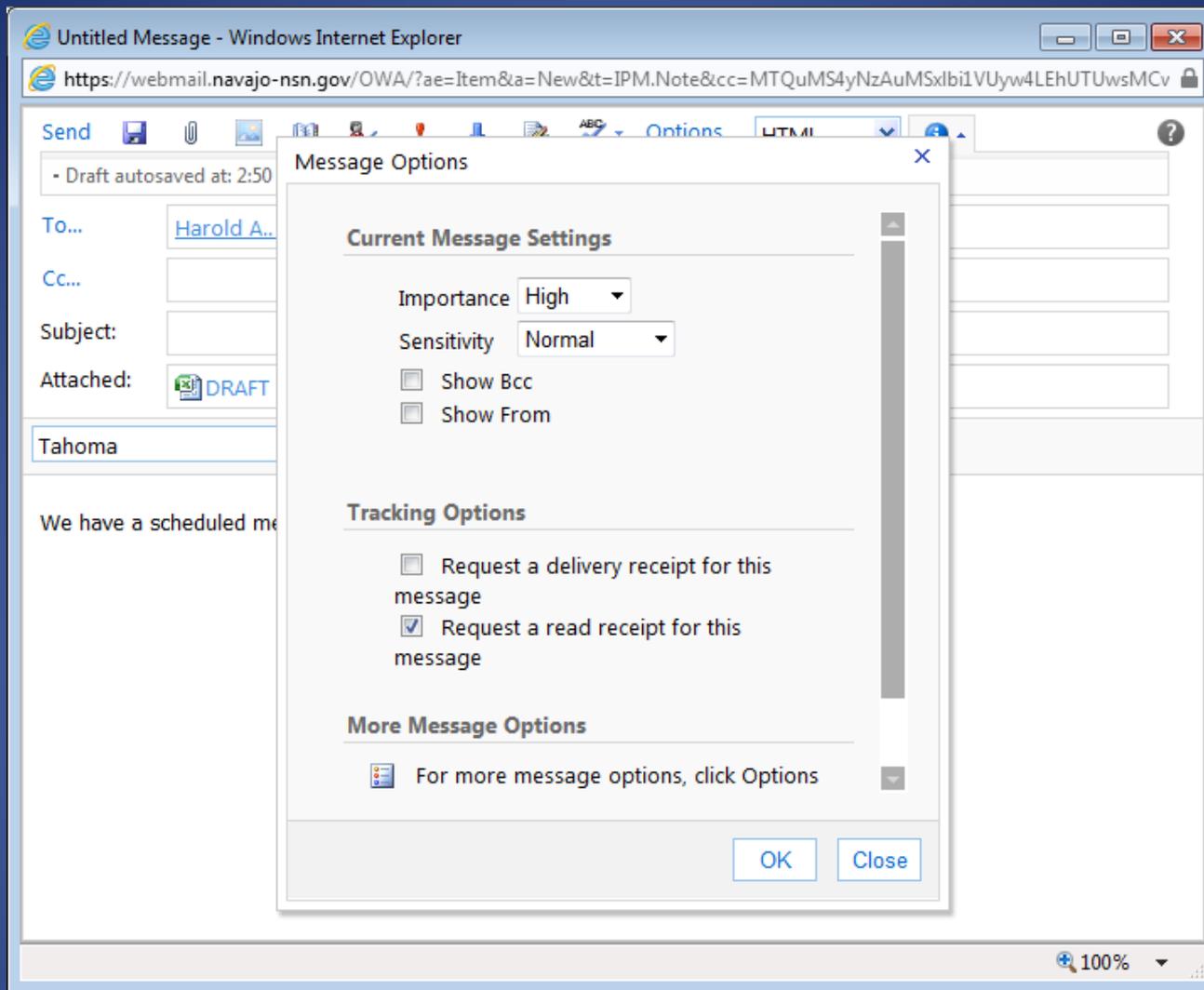
The Address Book window will help you to locate Navajo Nation email addresses and other information. Select the name and click the To button to bring the address into your email message. Then click OK to close the window. There is also helpful information about the contact.



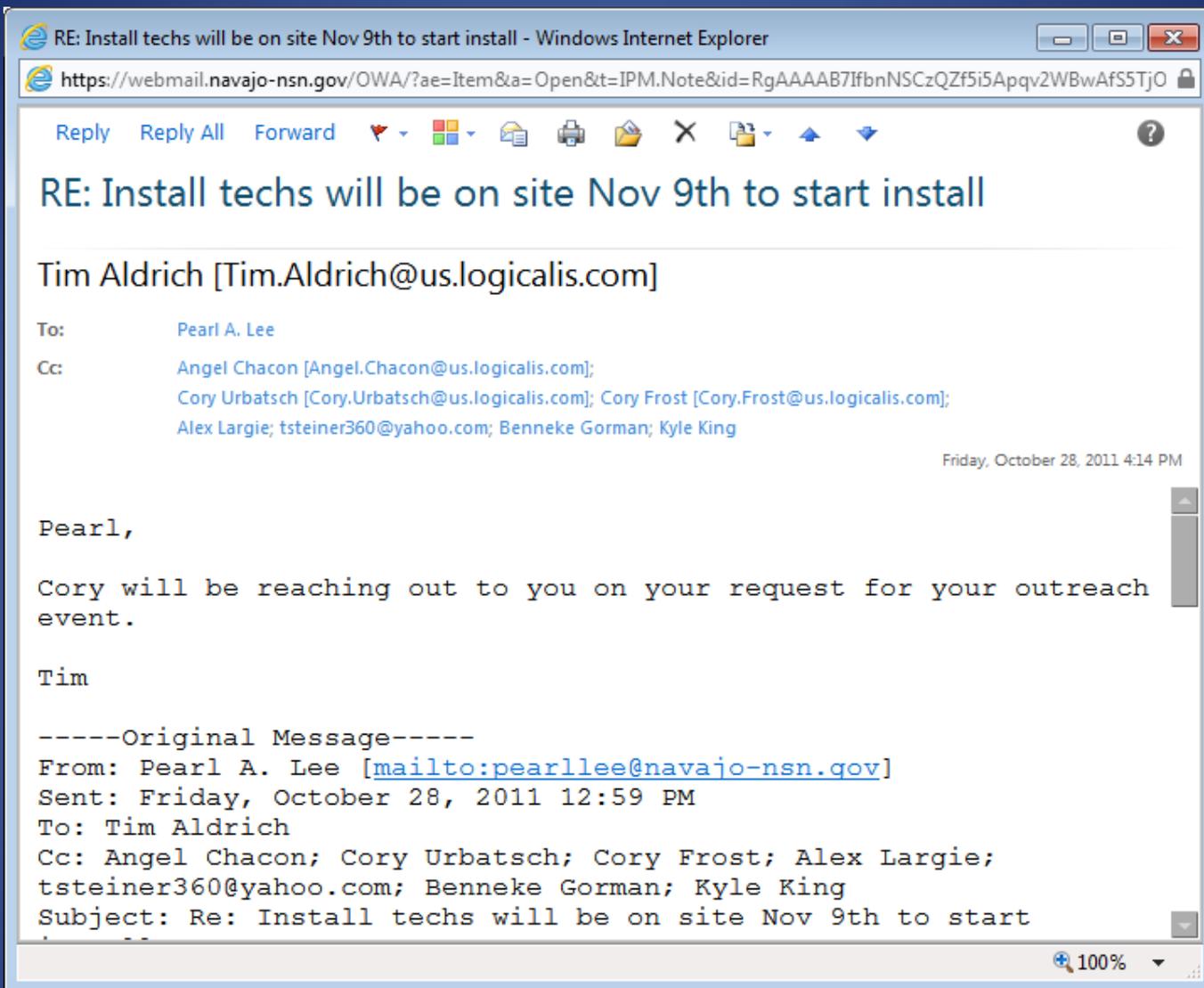
Now you can complete your message. To add an attachment click on the attachments button. An attachments window will display.



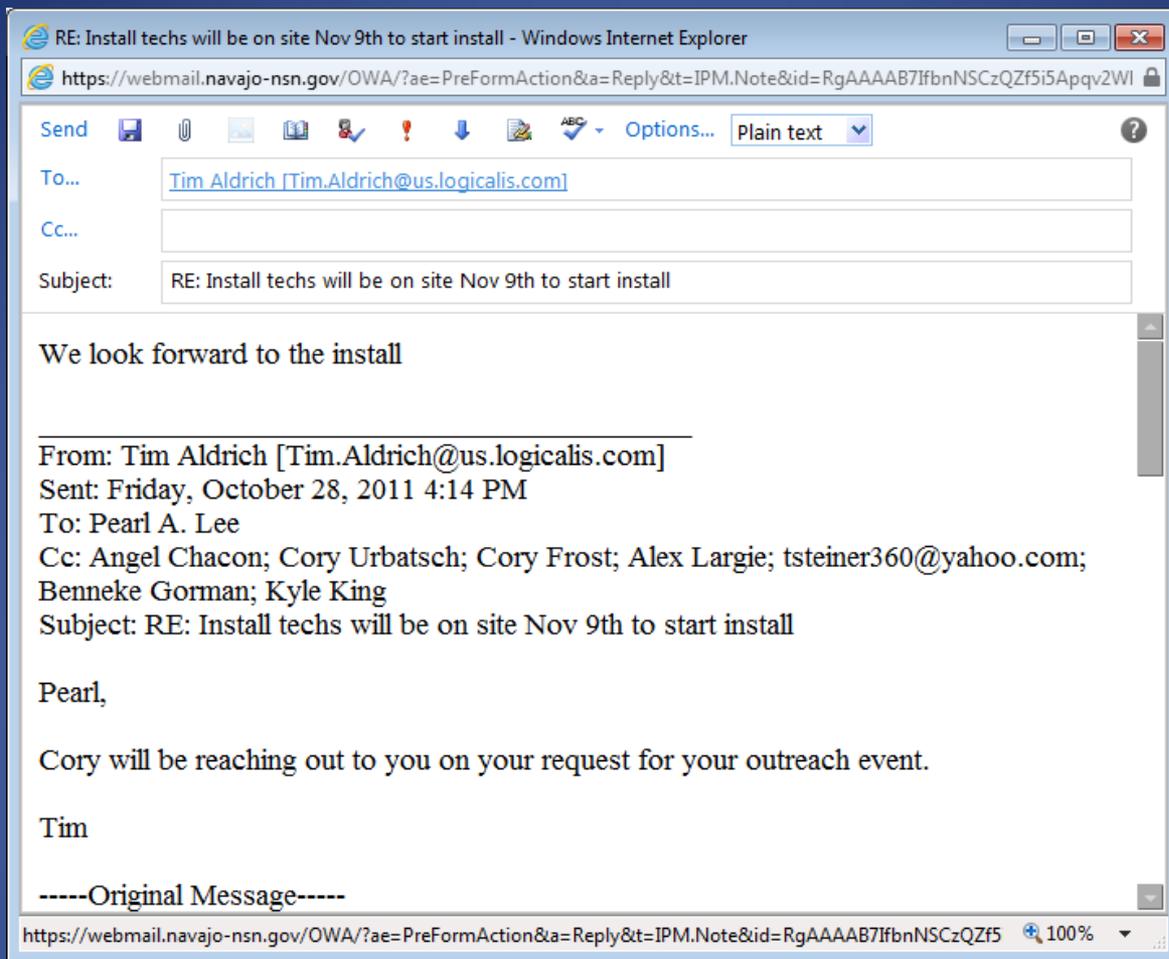
Click on the Browse button to find your file and then click attach. Repeat these steps to attach another file. Close the Attachments window when finished.



You have other options you can set for your message such as setting the importance, sensitivity and requesting a receipt for the message. Click on the Options link to get the Message Options window.



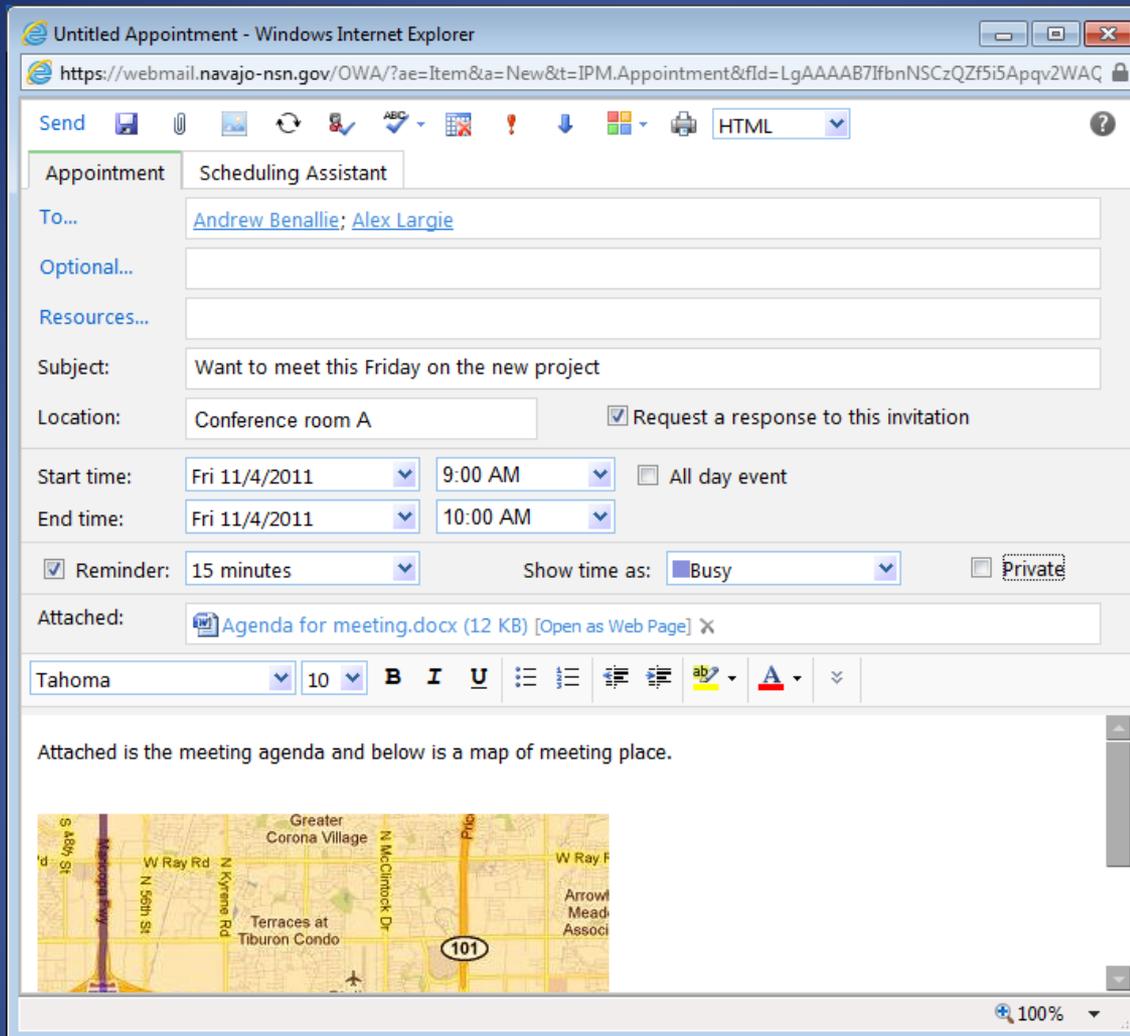
To reply, reply all or forward a message open the message by double clicking the message in the Inbox and click the Reply, Reply All or Forward buttons.



Type your reply message and you are ready to send. At this point you can also attach files and send copies to other individuals. Forwarding a message is similar to Reply except that it does not automatically put in the To address.

The screenshot shows the Outlook Web App interface for a calendar. The browser address bar displays <https://webmail.navajo-nsn.gov/OW>. The page title is "Outlook Web App" and the user is logged in as "Benneke Gorman". The calendar is set to "November, 2011" and is in a weekly view. The left sidebar shows "My Calendars" with "Calendar" selected, and "People's Calendars" below it. The main calendar area shows appointments for the week of November 1st to 5th, 6th to 12th, 13th to 19th, 20th to 26th, and 27th to 30th. Appointments include "Judicial Conference; Chandler AZ", "FW: Updated: Ni; Voip Conference", "Brocade Switch Installation and training; Not sure, Our conference room is being used.", "VOIP training; Window rock", "Server backup m", "Wireless setup within the Window Rock area; Window Rock Campus; Alex Largie", "Logicalis Wireles", and "Wireless setup within the Window Roc".

The calendar can be used to create appointments, set reminders, and set up meetings. Click on Calendar to open your calendar.



Double click on the day you want to create an appointment. This opens a new Appointment window. Fill in Subject, Location, Start and End time and other information. You can attach files and insert images and invite other people. For more info click on the “?”. When you are done click on send.

The screenshot displays the Outlook Web App interface. At the top, the browser address bar shows the URL <https://webmail.navajo-nsn.gov>. The page header includes the 'Outlook Web App' logo and a 'sign out' button next to the user's name, 'Benneke Gorman'. Below the header, the 'Contacts' folder is selected, showing 48 items. The main contact list is visible, with 'Davda, Nisheet' highlighted. The contact details for Nisheet Davda are shown on the right, including his job title 'Engineer' at 'Cyberoam' and his email addresses 'uspresales@cyberoam.com' and 'resales@cyberoam.com'. The left sidebar shows navigation options like Mail, Calendar, and Contacts.

The Contacts folder is your address book of personal contacts. Here you can store information about a person or business that you communicate with. Click the Contacts button to open Contacts. Click New to create a new Contact.

Untitled Contact - Windows Internet Explorer

https://webmail.navajo-nsn.gov/OWA/?ae=Item&a=New&t=IPM.Contact&fid=LgAAAAB7Ifbnl

Save and Close

Jump to: Profile | Contact | Addresses | Details

Profile

First name

Middle name

Last name

File as Last, First

Job title

Office

Department

Company

Manager

Assistant

Contact

Business phone

Home phone

Mobile phone

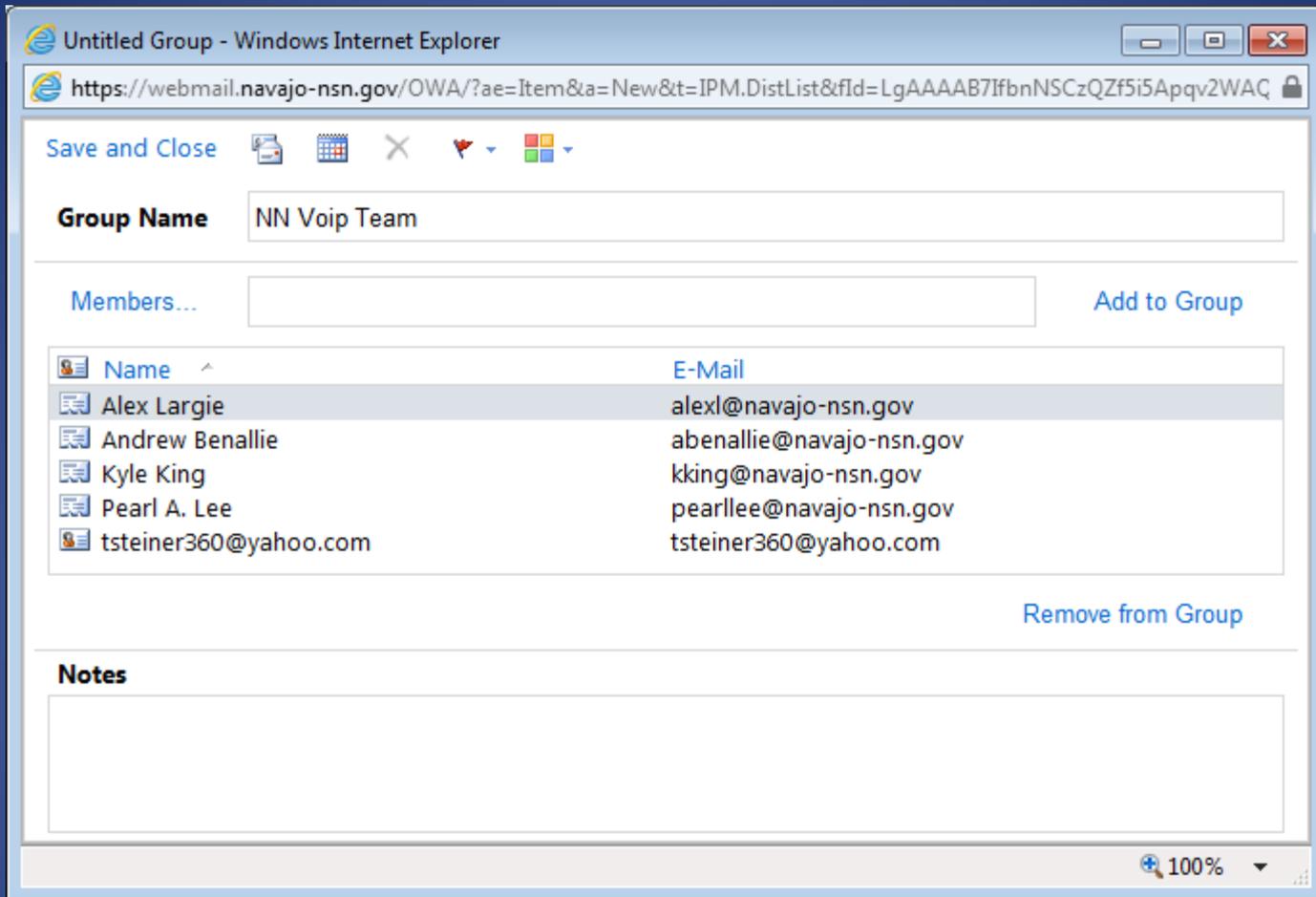
Assistant

100%

Enter profile, Contact, Address and Detail information. You can also attach files and set a category for this contact. Save and Close to add your contact.

The screenshot shows the Outlook Web App interface. At the top, there's a navigation bar with "Outlook Web App" and a user profile for "Benneke Gorman" with a "sign out" link. Below this is a "Contacts" view showing 49 items. A "New" dropdown menu is open, displaying options: "Contact", "Group", and "Message". The "Group" option is highlighted. The main content area shows a list of contacts, including "22ndnnc", "Armijo, Stephen R.", and "Begay, Victoria". On the right side, there's a detailed view for "Davda, Nisheet", an Engineer at Cyberoam, with various contact details and a "Profile" section.

- To create a group select the New drop down and select Group. The Group window will appear.



Enter a group name. Add group members by clicking on the Members link and selecting contacts from the global address list or your personal Contacts.

The screenshot displays the Outlook Web App interface. At the top, the browser address bar shows the URL <https://webmail.n...> and the user is logged in as Benneke Gorman. The navigation pane on the left shows folders such as 'Inbox (48)', 'Drafts [2]', and 'Help Desk (26)'. The main content area shows a list of emails, with the selected email being a delivery failure notification from Sendio ESP. An 'Options' menu is open over the notification, providing various settings and actions.

Options

- Set Automatic Replies...
- Change Your Password...
- Create an Inbox Rule...
- See All Options...

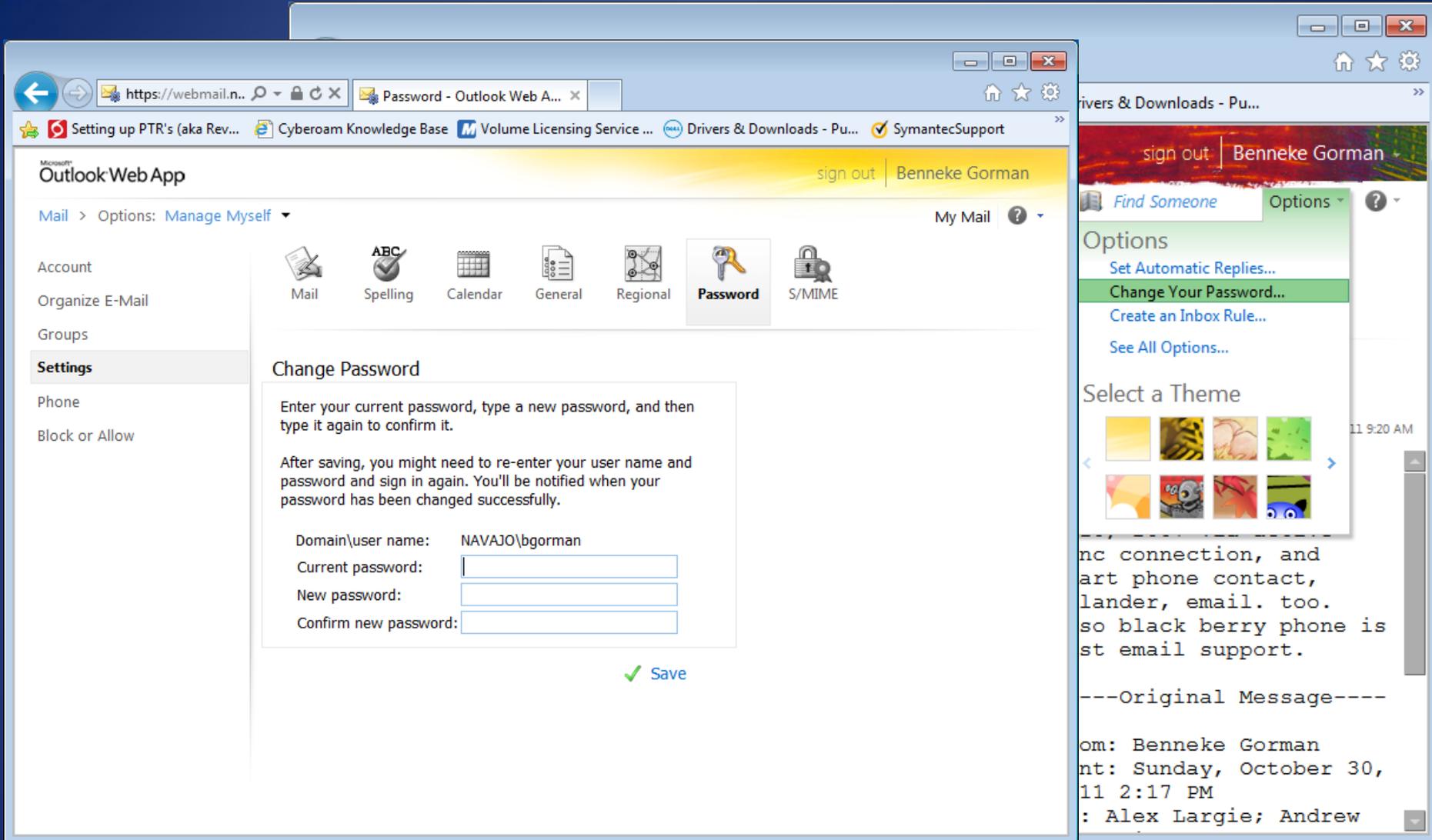
Select a Theme

This is generated from the National...

Delivery of your message to BParker@ndwd.org failed permanently.

Message details:
 From: Benneke Gorman <bgorman@navajo-nsn.gov>
 To: <BParker@ndwd.org>, <gbryant@ndwd.org>
 Date: Fri, 28 Oct 2011

Customize your window by pulling down the Options link and selecting one of the Options. Select see all Options for more options. There are some very useful information about shortcuts and other things you can do.

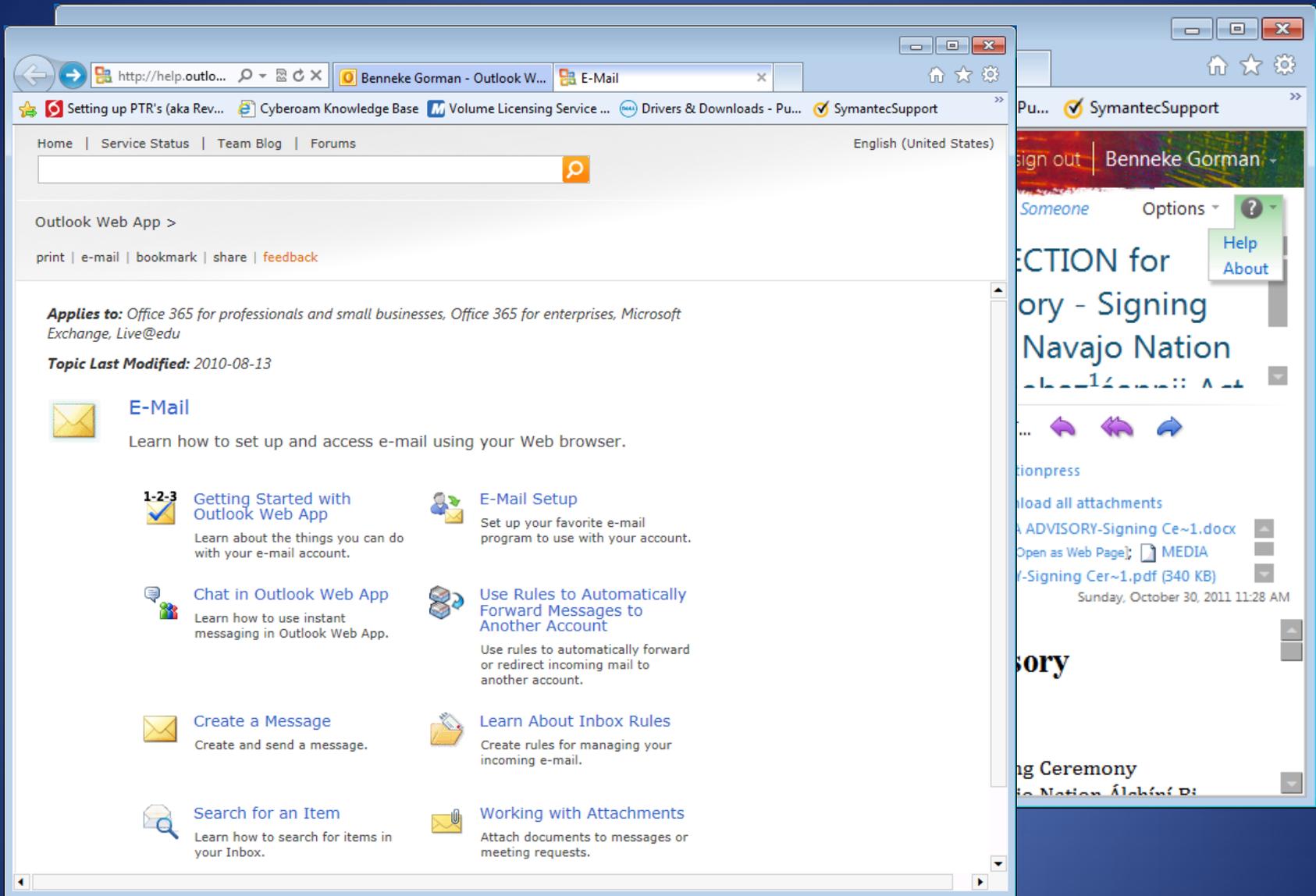


Be sure to change your password once you have accessed OWA. To do this click on the Options button located on the upper left of OWA, a Change Password box will appear. Follow the instructions to change your password.

Remember not to share your password with anyone and use a strong password.

Strong Password characteristics are:

- Contain both upper and lower case characters (a-z, A-Z)
- Have digits and punctuation characters as well as letters (0-9, !@#\$%^&*()_+~-=\ '{}[]:" :<>? ,./)
- Are at least eight alphanumeric characters long.



Remember - Click on the ? Icon and select help to open OWA help. The help feature is a good way to search for information if you have questions.

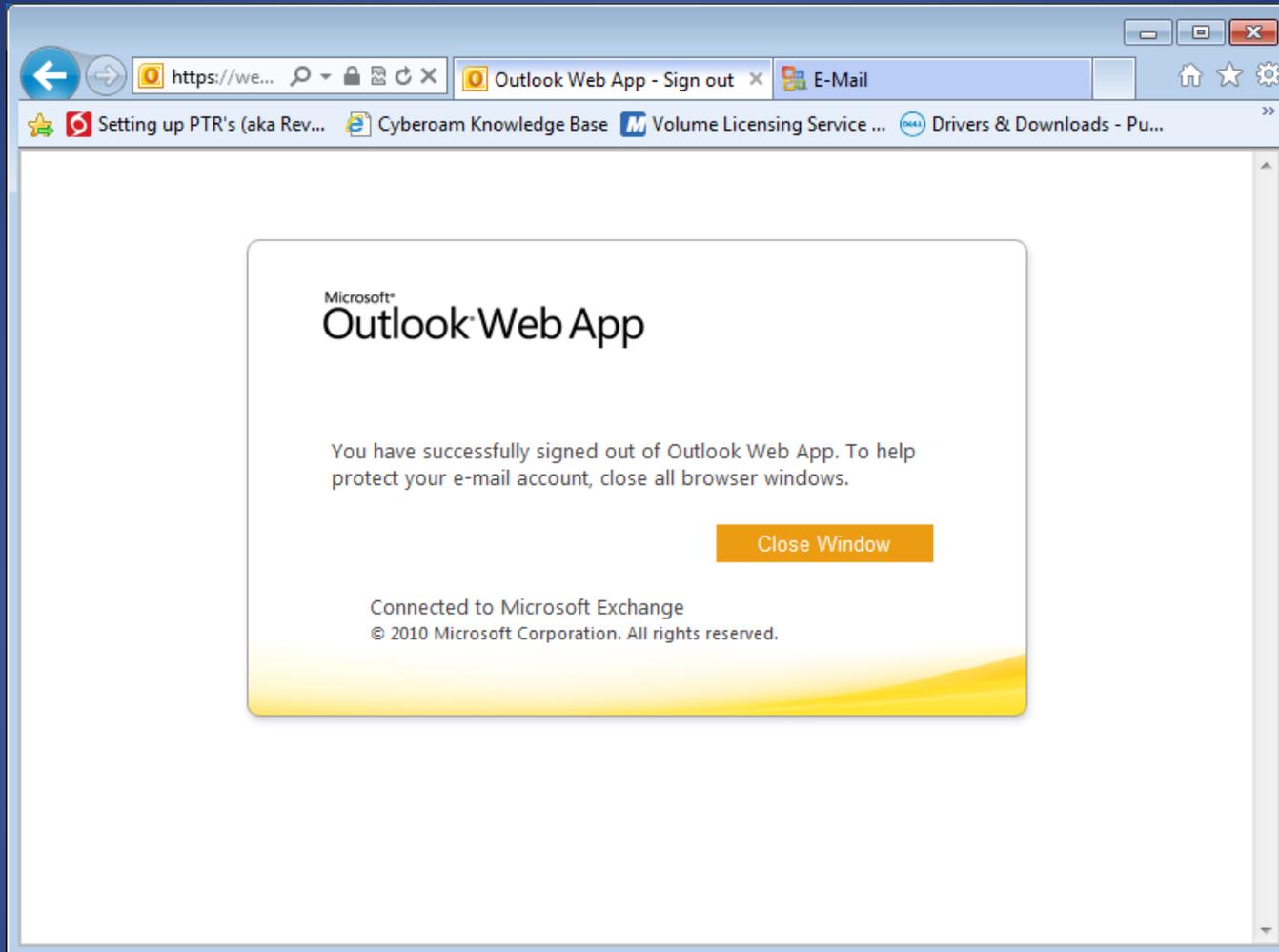
The screenshot shows a web browser window with the Outlook Web App interface. The browser's address bar shows the URL <https://webmail.navajo-nsn.gov/OWA/#>. The Outlook Web App header includes a "sign out" button and the user's name, "Benneke Gorman". The left sidebar shows the "Mail" folder selected, with a list of folders including "Inbox (48)", "Sent Items", "Drafts [2]", "Deleted Items", "DIT VMware", "Help Desk (26)", "Junk E-mail [2]", "MSEExchange.org", "NNITS", "Notes", and "Phone 2074". The main content area displays a list of emails, with the selected email titled "TITLE CORRECTION for Media Advisory - Signing Ceremony - Navajo Nation Áłchíní Bi" from "navajonationpress" dated "11:28 AM". The email body shows the following content:

Media Advisory

WHAT: Signing Ceremony
Navajo Nation Áłchíní Bi
Beehaz'áannii Act of 2011

WHO: Navajo Nation President Ben

Be sure to sign out of Outlook Web Apps when you are finished. This is especially important when using someone's computer.



Click the Close button.

If you have questions you may contact me at:

Ben Gorman

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Senior Network Specialist

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